

~~CONFIDENTIAL~~

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MEMORANDUM FOR: Chief, Budget Division  
Chief, Machine Records Division  
Chief, Technical Accounting Staff

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SUBJECT : Document Coding for Budgetary and Accounting Purposes

1. During the past several years we have been attempting to collect obligation and cost information to serve various budgeting, accounting, and management purposes. Some of these data are:

- a. Fiscal year
- b. Organizational
- c. Geographic
- d. Fund
- e. Office activity
- f. Program activity
- g. Project
- h. Object and sub-object

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In many instances we have attempted to get various combinations of the above.

2. Our general financial management objective is that the accounting data and reports should serve the various information requirements. This means that the accounting documents should be coded in such a manner as to make the information more uniformly and readily available than in the past. Most of the accounting and related statistical data are recorded by machine methods in order to improve and expedite services.

3. We have reached the stage in the development of our coding system where it is no longer possible to secure additional or changes in information without creating serious and costly procedural and machine operations. Since we are about to install changes in the accounting system for cost purposes, we feel that the entire coding system should be revised to establish firm objectives and a uniform basis for accomplishing those objectives.

4. I would like to meet with you at 2 p.m. on 9 February in Room 1041 Alcott to discuss this problem and to appoint a task group to make the study.

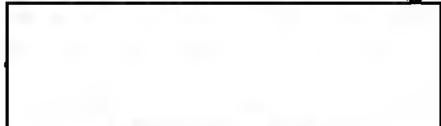


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Deputy Comptroller